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Source Reference  
Ch. III - D.

253

232/s 58-708

FEB 27 1958

Mr. F. Moran McConihe  
Commissioner of Public Buildings  
General Services Administration  
Washington 25, D. C.

Dear Mr. McConihe:

As you know the Construction Contract for our new headquarters building will be generally unclassified, however, a careful consideration of the many security aspects indicates that the Contractor must observe certain security regulations at the site during the entire construction period.

In order that the Contractor responsibility may be clearly and adequately defined it is requested that the bidding documents and the Construction Contract include the following security provisions:

1. All persons employed within the boundaries of the CIA property or restricted-access areas therein, and all persons permitted to enter such property and areas shall comply with security regulations which may be established at the commencement of the work under this contract or thereafter.

2. The General Contractor agrees on behalf of himself and all subcontractors that the following security regulations will be observed by contractor personnel on the CIA property. The General Contractor shall make it a specific provision of his subcontracts that these regulations be accepted.

3. At the commencement of work under this contract, the security facilities and procedures described in the following subparagraphs will be made operative.

- (a) A fence, with adequate gates for the convenient and prompt movement of vehicles and foot traffic, will be in place around the building site at the time the General Contractor commences work on the property. Admittance to and exit from the fenced area will be controlled by the Government on a 24-hour basis through a security staff, including guards and watchmen, and such security staff personnel shall have free access at all times to all parts of the work and to all activities on the site.

(b) The General Contractor and all subcontractors will provide information regarding all contractor personnel and others who require or cease to require continuing access to the site. In order to permit the Government to fabricate and supply photographic badges for on-site personnel, contractors will cause each individual to fill out a personal identification form and be photographed. These forms will be provided in advance by the Government to contractors and will also be available at the site. Taking of identification photographs and processing of the forms will be performed by Government personnel at Government expense. Contractor personnel will be permitted to go to work immediately and without any delay for the review and processing of these forms by the Government and the fabrication of permanent badges.

(c) The permanent badge furnished by the Government to each contractor employee or other person granted access to the site will serve to authorize the wearer to enter and leave the fenced area. The badge must be worn so as to be clearly visible at all times. The badge will be retained by the individual as long as he requires continuous admittance to the site, but the contractor will arrange for its immediate return to the Government when such need ceases to exist. Temporary or visitors badges will be provided for persons who are identified as having an infrequent or temporary legitimate business need for access to the site.

4. The Government reserves the right to exclude or remove from the site any employee of the Contractor or of any subcontractor or any other person.

The Agency will assign a security staff to the site prior to the starting of construction with authority to implement and enforce these security controls. In the event that additional security provisions are desired during the course of construction, which would involve changes in the Construction Contract, you will be requested to negotiate a contract change order.

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(26 February 1958)

Sincerely,

Signed

L. K. White  
Deputy Director

Concurrences:

1/5/ 2/27/58  
Deputy Director Security  
(Personnel & Physical Support)